



## Insurance Examiner

**Agency Code: 4799 – Class Code: 4420 – Exam Code: 0PB60**

Department:	Department of Insurance
Opening Date:	2/3/2011 1:00:00 PM
Final Filing Date:	Continuous
Type of Examination:	DEPARTMENTAL OPEN
Salary:	MONTHLY-RANGED-SALARY - \$3,425.00 to \$4,903.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent

**Testing for Insurance Examiner is temporarily closed.  
Testing is anticipated to be re-opened in January, 2014.**

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Examination at any time.

**ONCE YOU HAVE TAKEN THE TRAINING AND EXPERIENCE EXAMINATION, YOU MAY NOT RETAKE IT FOR SIX (6) MONTHS.**

### FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** Click on the link at the bottom of this bulletin.

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or testing arrangements, contact the California Department of Human Resources (CalHR), Examinations Unit at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY phones, or at (800) 735-2922 from voice phones.

## **ELIGIBLE LIST INFORMATION**

An open, merged eligible list will be established for the Department of Insurance. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. **ELIGIBILITY EXPIRES TWELVE (12) MONTHS AFTER IT IS ESTABLISHED.** Competitors must then retake the Training and Experience Examination to reestablish eligibility.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## **MINIMUM QUALIFICATIONS**

### **EITHER I**

Equivalent to graduation from college preferably with a major in business administration, economics, insurance, accounting, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

### **OR II**

Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting and three semester hours of business law. (A course in statistics may be substituted for cost accounting.)

### **OR III**

One year in the California state service performing the duties of a Management Services Technician (Range B).

## **POSITION DESCRIPTION**

An Insurance Examiner may assist in the financial audits of insurance companies or in the financial analysis of insurance companies to determine their financial condition and compliance with all laws applicable to their insurance and investment transactions. An Insurance Examiner may also perform reviews of premium tax returns or assist in premium tax audits of insurance companies in determining compliance with the premium tax laws of the State of California.

## **EXAMINATION INFORMATION**

### **TRAINING AND EXPERIENCE EXAMINATION – Weighted 100%**

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

[Click here to preview the Training and Experience Examination.](#)

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

1. Generally accepted accounting principles and auditing standards.

### **Ability to:**

1. Learn the differences between Statements of Statutory Accounting Principles (SSAP) and Generally Accepted Accounting Principles (GAAP).
2. Prioritize work assignments to meet scheduled deadlines.
3. Analyze written materials and identify the most important issues that may affect an insurance company's financial condition or operations.
4. Learn Statements of Statutory Accounting Principles.
5. Understand and apply statutory accounting principles to audits, examinations, or other assigned tasks.
6. Verbally communicate effectively with insurance company personnel in a professional manner.
7. Follow procedures for obtaining documents from insurance companies.
8. Analyze financial information and narrative reports and draw sound conclusions.
9. Follow written instructions.
10. Follow oral instructions.
11. Exercise good judgment when completing work assignments.
12. Work with difficult people.
13. Verbally communicate detailed information within written reports to individuals with varying levels of technical ability.
14. Adapt to new working environments and working cultures.
15. Maintain good working relationship with insurance company management and personnel.
16. Effectively perform multiple tasks simultaneously.
17. Verbally communicate effectively with coworkers, supervisors/ management, and personnel in other departments in order to discuss and resolve pertinent issues affecting assignments or the work environment.
18. Verbally communicate with coworkers, supervisors/management, and personnel from other departments in order to diffuse potentially volatile situations that may impact working relationships.

## **VETERANS' PREFERENCE POINTS**

Veterans' Preference Points will be added to the final score of all competitors who are

successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources (CalHR). Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

## **CAREER CREDITS**

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## **DISTINGUISHING CHARACTERISTICS**

### **SPECIAL PERSONAL CHARACTERISTIC**

Willingness to travel and work away from headquarters' office.

## **CONTACT INFORMATION**

If you have any questions concerning this bulletin, please contact CalHR:

California Department of Human Resources  
1515 'S' Street, North Building, Suite 400  
Sacramento, CA 95811  
(866) 844-8671

California Relay Service: (800) 735-2929 (TTY), (800) 735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## **GENERAL INFORMATION**

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), and local offices of the Employment Development Department.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The Department of Insurance** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation

of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In **open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. In **open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources, (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at [www.jobs.ca.gov](http://www.jobs.ca.gov) or from the Department of Veterans Affairs.

## TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Examination. At the end of the Training and Experience Examination, it will be instantly scored upon your request.